

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE OF 1		PAGES 15	
1. RFQ NO. DCTO-2007-Q-0101		2. DATE ISSUED July 25, 2007		3. REQUISITION NO. RQ348170		4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open with Subcontracting Set Aside	
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.C. 20001				6. DELIVERY Immediately upon notification of contract award.			
				7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Veronica Singh, Contract Specialist, Phone (202) 727-8704, fax (202) 727-1679 Veronica.singh@dc.gov Steven Wishod, Contracting Officer, Phone (202) 727-8983 Steven.wishod@dc.gov				9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Office of the Chief Technology Officer 441 4 th Street, NW, Suite 1045N Washington, DC 20001 Attn: Bryan Kirk			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED LSDBE OFFERORS							
8B. TAX ID NO. OF QUOTER:							
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: August 3, 2007, 2:00 PM		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy) 11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:					
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS							
Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price proposals as outlined in this solicitation, submit one (1) original and four (4) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.							
Terms and Conditions : SEE ATTACHED.							
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)							
ITEM NO. (A)	SUPPLIES/SERVICES (B)		QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	
	See attached Statement of Work						
0001	Base Period – Technical Lead		800	Hours	\$	\$	
1001	Option Period One (1) - Technical Lead		1,000	Hours	\$	\$	
2001	Option Period Two (2) - Technical Lead		1,000	Hours	\$	\$	
2002	Option Period Three (3) - Technical Lead		1,000	Hours	\$	\$	
TOTAL AMOUNT						\$	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)			16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)			18. TELEPHONE NO. (Include area code)	

1. GENERAL TERMS AND CONDITIONS

This is a Request For Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Set Aside Market for certified LSDBE Offerors. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a labor hour contract. The period of performance for the base period will be 800 hours from date of award or through December 31, 2007 whichever occurs later, with the option to renew for three (3) additional option periods of 1,000 hours each, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract. The quoter/offeror shall submit a price for the base period and each option period. If the District exercises this option, the extended contract shall be considered to include this option provision. The price for the option period shall be as specified in the contract. The total duration of this contract, including the exercise of any options under this clause, shall not exceed twenty-four (24) months.

3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by contracting officers. The name, address and telephone number of the Contracting Officer is:

-Steven H. Wishod, CPPB
Contracting Officer
Government of the District of Columbia
Office of Contracting and Procurement
Information Technology Group

441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252 (main)
Phone: (202) 727-8983 (direct)
Fax: (202) 727-1679
E-mail: steven.wishod@dc.gov
Website: ocp.dc.gov

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

6. ADVISORY AND ASSISTANCE SERVICES

The contract is a "nonpersonal services contract". It is therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole

responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

- 7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 7.2 In addition, the Contractor shall:
 - 7.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;
 - 7.2.2 Provide to personnel performing work under this contract high-end laptops with Window XP Professional and necessary communication equipment. Contractor shall also provide space, equipment, storage, personnel, and systems in the Contractor's offices as necessary to support the work hereunder. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.
 - 7.2.3 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the OTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
 - 7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.
 - 7.2.5 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.
 - 7.2.6 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
 - 7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.

- 7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- 7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

8. HIRING OF EMPLOYEES

By accepting this order or contract, the Contractor agrees that the District, at its discretion, after completion of order or contract period, may hire the individual performing services as a result of this order or contract, without restriction, penalties or fees.

9. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

Name:	OCTO Agency CFO Accounts Payable Division
Address:	441 4 th Street, NW Suite 930S Washington, D.C. 20001
Telephone:	(202) 727-2277
Fax:	202-727-1216
E-mail:	octo.accountspayable@dc.gov

To constitute a proper invoice, the Contractor shall submit the following information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;
- (c) Description, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

10. EVALUATION FACTORS

10.1 The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.

1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

10.2 MINIMUM REQUIREMENTS (Candidates must meet all minimum requirements to be eligible to be considered for award)

- (a) 1 year project management experience leading a team of developers, testers, support assets and matrixed personnel such as messaging and security groups and resources.
- (b) Java/J2EE programming, JSP, servlet/portlet technology; JSR 168 / WSRP specification;
- (c) .NET, C#, VS. Net;
- (d) XML, XSL, SOAP, Web Services;
- (e) Web Service Security standards;
- (f) 2 year Hands-on experience with Bea AquaLogic Plumtree portlets and industry-wide portlet standards;
- (g) Experience with LDAP Directories and authentication sources;
- (h) 1 year Content Management system experience required;
- (i) 1 year Search engine experience required;
- (j) Prior experience with a formal Change Control Board process.

10.3 TECHNICAL CRITERIA (70 points)

10.3.1 KNOWLEDGE AND EXPERIENCE (35 Points)

- (a) Strong knowledge of Service Oriented Architecture (SOA) and security web services and standards (liberty alliance, WS*, SAML...etc.); Rational suite, Merant Dimensions CM tool; Maven, CruiseControl, Ant, JUnit, NUnit, JMeter experience;

- (b) Strong knowledge in government security regulations (i.e. HSPD12, FIPS 201, PID2/Access mgmt.)
- (c) Background in network and hardware security;
- (d) Experience with high-availability, distributed, heavy-load, fault-tolerant systems;
- (e) Experience in writing architectural specifications, technical specifications, standards, technical services, performance, security and data relationship models, system documentation, project plans, policies and procedures and other technical documentation;
- (f) Experience with the Change Control Board (CCB) process, preferably with OCTO;
- (g) Experience with large-scale distributed Identity Management implementations;
- (h) Extent of FAST search engine experience and DSF experience;
- (i) Knowledge of Java/J2EE programming, JSP, servlet/portlet technology; JSR 168 / WSRP specification; configuration/build management tools and practices.

10.3.2 ANALYTICAL AND TROUBLESHOOTING SKILLS, AND COMMUNICATION SKILLS (10 points; to be evaluated in interview for those Offerors that make the competitive range.)

10.3.3 PAST PERFORMANCE OF CANDIDATE (15 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address each proposed candidates' past performance providing similar services, including an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the candidate's performance.

10.3.4 PAST PERFORMANCE OF OFFEROR (10 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address the Offeror's past performance in providing quality candidates for similar services, as well as an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the Offeror's performance. Offerors who have no relevant past performance will receive a neutral score (*i.e.* 5 out of 10).

10.4 PRICE CRITERIA (30 Points)

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the District to exercise them. The District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

10.5 PREFERENCE POINTS (12 Points)

10.6 TOTAL (112 Points)

11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

11.1 GENERAL PREFERENCES

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- 11.1.1** The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- 11.1.2** The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3** The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and

11.1.6 The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

11.2 MAXIMUM PREFERENCE AWARDED

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

11.4 VENDOR SUBMISSION FOR PREFERENCES

11.4.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

11.4.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

11.4.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

11.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

11.4.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

12. ATTACHMENTS

Statement of Work (Attachment A)

Tax Certification Affidavit (Attachment B)

13. INSTRUCTIONS

- 13.1 Please submit one (1) original and four (4) copies of signed technical and price quotations in separately sealed envelopes to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ.** All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical proposals should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation.
- 13.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.
- 13.3 By submitting a quote, Quoter is representing that the candidates proposed are available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within twenty one (21) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidate proposed, and that if the candidate should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserved the right to cancel the award and proceed with awarding to another Quoter whose candidate is available.
- 13.4 The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, <http://ocp.dc.gov>, and click on Solicitation Attachments.

END

Attachment A

SCOPE OF WORK

Student Tracking System and BEA AquaLogic Portal Web Services Technical Lead

DC government has a need for a Student Tracking System and BEA AquaLogic Portal Web Services Technical Lead (Technical Lead) to be shared between two projects.

Student Tracking System

The Student Tracking System is part of the larger Education Data Warehouse project, which will improve processes in the District that affect student enrollment, identification, class schedules, transportation, truancy, special needs, academic achievement, transfer in and out of District schools, compliance with mandated programs and re-imbursement from Federal and state agencies for services provided to special needs students. The Education Data Warehouse will ensure that the District realizes new efficiencies and cost savings while simultaneously offering a broad range of new services to its students and residents.

The Technical Lead will analyze source systems and design changes to improve systems and bring them onboard to the Data Warehouse. The Technical Lead will also be in charge of security design.

BEA Aqualogic

DC government has acquired BEA AquaLogic Portal software (formerly Plumtree Enterprise Web Suite) as the portal platform for the next-generation DC Intranet Portal. The new DC Intranet Portal is envisioned as the new one-stop-shop for all 30,000 DC employees. A number of initiatives and service modernization programs will deliver state-of-the-art applications and functionality through the new Portal. DC employees will use the Portal as a single point of entry to their mission critical applications.

A BEA/Plumtree technical lead is needed to help establish standards, policies, procedures and methodologies and to design, code and support web services necessary to help project teams properly implement Portal services in addition to a number of portal improvements and additional portlet development.

This resource will act as an extension to the integration and project development teams and engage with them in the actual design, implementation and integration of specific web services and applications. This resource will also lead the team that supports the BEA AquaLogic production system and supports the pilot customers at the Executive Office of the Mayor and the City Administrators Office, Department

of Housing and Community Development, Office of the Chief Technology Officer and Office of Administrative Hearings.

Student Tracking

The Technical Lead will focus on analysis and design of both source systems and the data warehouse. The District is interested in the “entry points” at which a student can be assigned an ID and where they occur in the business processes; we may need a mini-application/interface for assigning IDs in the future. The District needs to understand the legacy apps/databases and the quality control processes needed to make sure the student doesn’t already have an ID before we assign one. The District may need additional system design for quality control. The District will need an analysis of the legacy databases to determine requirements for modifications to support deduplicated IDs going forward. Both business processes and systems may need to be created or modified to support student tracking.

BEA Aqualogic

The Technical Lead will be responsible for identifying/defining and establishing the standards, procedures and “best practices” that will constitute the foundation of the project. This role will actively identify and design applications and web services to be hosted in a shared environment. The responsibilities will specifically include the following:

- Lead a team of 2-4 developers, 1-2 testers and matrixed support resources

- Develop custom Plumtree portlets per OCTO specifications

- Debug and provide maintenance and support for existing BEA portlets and UI code

- Support Portal Integration with FAST Search Engine

- Portal Integration with system

- Integrate the Plumtree portal with the District Content Management System DSF.

- Evaluate, recommend, install, integrate, test, maintain and troubleshoot various Bea portal modules as required by project leaders.

- Suggest improvements in hardware and software design within the existing infrastructure and provide associated documentation

- As necessary, install and configure COTS and Custom application software to interact with the portal infrastructure

- Develop and maintain procedures for weekly and monthly backups and disaster recovery

Coordinate and track all support related issues and be the primary interface with the Server Ops group

Assure application compliance with OCTO production system standards

Provide knowledge transfer of the above to appropriate staff member(s).

Unless otherwise provided by the District, the Contractor shall provide project management support necessary for the work hereunder.

Senior Management Supervisor: Contractor shall assign a senior manager as the Contractor's chief representative for this contract. This representative shall have the authority to make binding decisions for the organization. This representative will be in charge of all members of the Contractor team assigned to the project and will be the main contact. All correspondence, conferences, meetings and questions concerning the project directed to the Contractor and its subcontractors will be through this person. This representative will be personally available at all times during working hours from the beginning of the work through its completion.

Travel is not reimbursable

Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract.

Contractor shall provide resumes of no more than three (3) resumes for candidates for this position.

The District reserves the right to interview, approve and/or disapprove of any proposed replacement candidates.

District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only. The District timesheets will be provided electronically to the COTR.

The District may direct the Contractor to remove any Contractor staff that the District finds unacceptable, and the Contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer:

Name: _____ Title: _____

Soc. Sec. No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	Current	Not Current	Not Applicable
District: Sales and Use	()	()	()
Employer Withholding	()	()	()
Ball Park Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent

Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public: _____

My Commission Expires: _____